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GRADE 13

Departmental Examinations

Ontario Regulations 45/59

as amended by
O. Reg. 71/60 and
O. Reg. 35/61

1961

This Pamphlet is issued for the guidance of Principals,
Presiding Officers, and Candidates.



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GRADE 13
DEPARTMENTAL EXAMINATIONS

INTERPRETATION

1. In these regulations

- (a) "application" means application to write one or more grade 13 Departmental examinations;
- (b) "August examinations" means grade 13 Departmental examinations held in the month of August;
- (c) "candidate" means candidate for the grade 13 Departmental Examinations;
- (d) "examination centre" means an examination centre at which grade 13 Departmental examinations are held;
- (e) "grade 13 examinations" means grade 13 Departmental examinations;
- (f) "presiding officer" includes chief presiding officer and assistant presiding officer; and
- (g) "Registrar" means Registrar of the Department.

EXAMINATION CENTRES

2.—(1) Grade 13 examinations shall be held annually at each high school and at such other centres as the Minister may approve upon the recommendation of the Registrar.

(2) The Minister may establish an examination centre at an Ontario university.

(3) The Minister shall pay the expenses of grade 13 examinations which are held at an Ontario university.

3.—(1) With the approval of the Minister, the authorities of a private school may establish an examination centre at the private school.

(2) Before an examination centre is established at a private school, the principal shall, before the 1st day of April, give a written undertaking to the Registrar to pay the expenses of the grade 13 examinations and to keep the examination centre open for all examinations for which his pupils are candidates.

(3) The rate of pay for a chief presiding officer and an assistant presiding officer under subregulation 3 of regulation 2 shall be \$15 a day and \$12 a day, respectively.

(4) Grade 13 examinations at a private-school examination centre shall be conducted under these regulations.

EXAMINATION TIME-TABLE

4. The grade 13 examinations shall be held in accordance with a time-table issued by the Minister.

APPLICATION FOR ADMISSION TO EXAMINATIONS

5.—(1) On or before the 15th day of April, every candidate shall file an application in Form 1 and a statement in Form 2 with the principal of the school at which he proposes to write the examinations.

NOTE: Form 1 and Form 2 refer to the application form for the annual Departmental examinations and the candidate's statement which is attached to the application. (Examination Form 68 and 69.)

(2) Where a candidate desires to write the examinations at any university where an examination centre has been established, he shall submit his application to the registrar of the university concerned.

NOTE: A centre will be established at the University of Toronto in 1961 for privately-prepared candidates.

(3) No application shall be sent to the Department.

6. Where a candidate presents himself at any examination centre other than the centre nearest his usual place of residence, his application shall be refused unless his explanation for so presenting himself is satisfactory to the chief presiding officer.

7.—(1) Where a candidate has submitted his application and subsequently desires to write one or more grade 13 examinations at an examination centre other than the centre at which he originally applied, he shall, through his principal, make application in writing to the Registrar for permission to do so, at least ten days prior to the examination concerned.

(2) Under subregulation 1 a candidate who fails to make application to the Registrar shall be regarded as a late candidate.

8. A candidate for a university scholarship shall

- (a) make special application for the scholarship examinations to the registrar of the university concerned; and
- (b) make application for the examinations to the principal of the school at which he proposes to write.

ADMISSION OF LATE CANDIDATES

9.—(1) A candidate who neglects to file his application on or before the 15th day of April shall be known as a late candidate.

(2) A late candidate may make application to the chief presiding officer who shall admit him to the examinations if

- (a) his application meets the requirements of these regulations;
- (b) accommodation is available;
- (c) there is a sufficient number of papers; and
- (d) the candidate pays a late-fee of \$2.

(3) Where a candidate desires to write a grade 13 paper in addition to the papers for which he made application by the 15th day of April, he shall not be charged a late-fee.

EXAMINERS-IN-CHIEF

10. The Minister shall appoint examiners-in-chief to set the question papers for the grade 13 examinations.

EXAMINERS-IN-CHIEF DESIGNATE

11.—(1) The Minister may designate an examiner-in-chief one year in advance of the date upon which he is to assume his duties.

(2) An examiner-in-chief designated under sub-regulation 1 shall be referred to as an examiner-in-chief designate.

(3) An examiner-in-chief designate shall be an associate examiner during his term of office.

THE SUPERVISING BOARD

12.—(1) A supervising examination board to be known as "The Supervising Board" is established for the purpose of reviewing the question papers and the marking schemes for the grade 13 examinations.

(2) The Supervising Board shall consist of eighteen members, of whom nine shall be members of the staffs of the Ontario universities and nine shall be representatives of the Minister.

(3) The Minister shall appoint the members of The Supervising Board.

QUESTION PAPERS

13.—(1) One question paper shall be set in each of algebra, geometry, trigonometry and statics, history, physics, chemistry, botany, zoology, music, mathematics of investment, accountancy practice, secretarial practice, geography, and problems.

(2) Two question papers shall be set in each of English, French, French for French-speaking candidates, German, Greek, Italian, Latin, and Spanish.

(3) The question papers in Latin shall be set in English and in French.

14. Optional questions shall be given on the question paper in history and may be given on any other question paper.

15. The question paper in English literature shall include questions on passages selected from the grade 13 course of study in English literature and may include questions on sight passages.

16.—(1) The question papers in French, German Greek, Italian, Latin, and Spanish shall include questions on

(a) sight passages; and

(b) passages selected from the grade 13 courses of study.

(2) The question paper in French Authors shall include a test in dictation.

REPORTS ON CANDIDATES

17.—(1) On the Friday preceding the commencement of the grade 13 June examinations, the principal and teachers shall submit to the Registrar a report for the school year on pupils who are candidates for the grade 13 examinations.

(2) Where a school has two or more forms, classes, or groups taking a grade 13 course of study, each form, class, or group shall be reported separately.

(3) The report shall be in Form 3.

NOTE: Form 3 refers to the Grade 13 Teachers' Report form. (Examination form 141B or 141B Special.)

CHIEF PRESIDING OFFICERS

18.—(1) The principal of a secondary school shall be the chief presiding officer in his own school.

(2) The principal of a private school which is an examination centre shall be the chief presiding officer in his own school.

- 19.** The chief presiding officer shall
(a) assign the duties of his assistant presiding officers in a fair manner; and

- (b) arrange that a teacher does not preside over pupils writing an examination for which he has prepared them.

ASSISTANT PRESIDING OFFICERS

20.—(1) Subject to subregulations 3 and 4, the teachers of a secondary school shall be assistant presiding officers.

(2) Subject to subregulations 3 and 5 the teachers of a private school which is an examination centre shall be assistant presiding officers for the examination centre.

(3) Every assistant presiding officer shall hold a certificate or a Letter of Standing qualifying him to teach in a secondary school in Ontario.

(4) A teacher in respect of whom a Letter of Permission has been issued by the Minister for the current school year shall not act as an assistant presiding officer.

(5) Notwithstanding subregulation 3, where there is not a sufficient number of qualified presiding officers on the staff of a private school which is an examination centre, the secondary-school inspector concerned shall nominate any additional assistant presiding officers which are required.

SHIPMENT AND CARE OF QUESTION PAPERS

21.—(1) The bag containing the question papers for the grade 13 examinations and the package containing the dictation record for the examination in French authors shall be shipped by the Registrar by express, charges collect, to the home address of the chief presiding officer or to the examination centre as the chief presiding officer may direct, at least seven days before the commencement of the examinations.

(2) At the same time as he ships the bag containing the question papers and the package containing the dictation record, the Registrar shall mail the chief presiding officer at his home address a card stating the place to which the bag and the package have been shipped.

22.—(1) Upon the receipt of the bag containing the question papers and the package containing the dictation record, the chief presiding officer shall be responsible for their safe-keeping and their contents.

- (2) The chief presiding officer shall

(a) check the seal of the bag to see that it is intact and that the words "Ed. Dept. Ont. Can." are printed thereon; and

(b) open the bag by cutting the cord.

(3) When he opens the bag, the chief presiding officer shall verify the subjects and the number of question envelopes with the time-table of the examinations and with the lists of candidates.

(4) When any question envelope is missing, the chief presiding officer shall telegraph the Registrar immediately.

(5) The chief presiding officer shall remove the dictation record from the package, but he shall not remove the record from the plastic bag in which it is sealed.

(6) When the record is found to be damaged, the chief presiding officer shall telegraph the Registrar immediately.

23.—(1) The bag containing the question papers and the package containing the dictation record shall be placed in a safe or locked in a room or cupboard.

(2) The windows of a room in which the bag or the package is locked shall be kept fastened and the doors shall be locked by cylinder locks.

(3) Where the chief presiding officer is not satisfied with the precautions for safe-keeping under sub-regulations 1 and 2, he shall fasten a padlock and chain around the neck of the bag in such a way as to make it impossible for anyone to gain access to its contents except by ripping it open.

(4) The chief presiding officer shall keep in his possession

(a) the keys of a room or cupboard in which the bag or the package is locked; and

(b) the keys of a padlock used for the safe-keeping of the bag.

(5) The chief presiding officer shall be personally responsible to the Minister for the safe-keeping of the question papers and the dictation record.

CONFERENCE OF PRESIDING OFFICERS

24. Before the first day of the grade 13 examinations, the chief presiding officer shall call a meeting of his assistant presiding officers and carefully review the examination instructions, making sure that each instruction is thoroughly understood and that the assistant presiding officers are fully conversant with their duties.

EXAMINATION ARRANGEMENTS

25.—(1) At least two days before the grade 13 examinations begin the chief presiding officer shall satisfy himself that the board or the authorities of the private school, as the case may be, have made the necessary arrangements for the examinations.

(2) The chief presiding officer shall rent a clock for each examination room in which the board has not placed a clock and charge the cost thereof as part of the examination expenses.

(3) The clocks shall be left in the examination rooms until the close of the examinations.

26.—(1) During a grade 13 examination diagrams and maps shall be removed from the examination room and all books and papers shall be removed from the desks.

(2) All arrangements shall be completed and the necessary stationery distributed at least fifteen minutes before the time appointed for the commencement of the first examination and at least five minutes before the time appointed for the commencement of each of the other examinations.

SEATING OF CANDIDATES

27.—(1) Candidates shall be seated at least five feet apart in the examination room.

(2) For the examination in French authors not more than twenty-five candidates shall be seated in a gymnasium, examination hall, or other room.

FAILURE OF CANDIDATES TO APPEAR FOR EXAMINATIONS

28. Where a candidate fails to appear for an examination within one hour after the examination commences, the presiding officer shall not permit him to write the examination.

EXAMINATION OF UNOPENED QUESTION ENVELOPES

29.—(1) Immediately prior to opening a question envelope in a subject for which candidates have appeared, the chief presiding officer shall hand the envelope to two witnesses and ask them to examine carefully the seals, flaps, and edges and satisfy themselves that the envelope has not been tampered with or opened.

(2) The witnesses shall be assistant presiding officers or candidates.

OPENING OF QUESTION ENVELOPES

30.—(1) A question envelope for a subject for which no candidate has appeared shall not be opened but shall be returned to the Registrar under regulation 51.

(2) At the time appointed for a grade 13 examination to commence the chief presiding officer shall open the question envelope for a subject for which candidates have appeared, take out the question papers, and hand the empty envelope to the witnesses who examined the question envelope before it was opened.

(3) The witnesses shall examine the inside of the envelope in order to satisfy themselves that it has not been tampered with.

DECLARATION BY WITNESSES

31.—(1) After the witnesses have completed their examination of the question envelope, they shall sign the declaration on the back of the envelope.

(2) Where a witness observes any particular which is not in accordance with the declaration, he shall note it below the declaration on the lower flap of the envelope.

DUTIES OF PRESIDING OFFICERS

32.—(1) The chief presiding officer shall open only the question envelope required for the immediate examination.

(2) The chief presiding officer shall see that each candidate receives one question paper.

(3) Question papers other than those which the candidates receive shall not be taken out of the examination room until at least one hour after the question papers are handed out to the candidates.

33. The presiding officer shall

(a) enter the names of the candidates for the examination on a tally list in the same order as the names on the official list; and

(b) add the names of any additional candidates to the names on the official list.

NOTE: The Official list is Exam. form 108B.

34. During an examination

(a) presiding officers and candidates shall be the only persons allowed in the examination room;

(b) at least one presiding officer shall remain in the examination room with the candidates;

- (c) no conversation or noise which might disturb the candidates shall be allowed in the vicinity of the examination room; and
- (d) the presiding officer shall take every reasonable precaution to prevent collusion between candidates.

35.—(1) The presiding officer shall

- (a) explain to the candidates the manner in which the name slips are to be attached to the answer envelopes;
- (b) exercise the utmost care in
 - (i) distributing the proper number and kind of envelopes and examination books, and
 - (ii) accounting for envelopes and examination books which he has distributed;
- (c) exercise vigilance while the candidates are writing; and
- (d) take every reasonable precaution to make it impossible for these regulations to be violated without his knowledge.

(2) The presiding officer shall not

- (a) remain seated but shall move about and observe candidates from different parts of the room; or
- (b) give his attention to any matter which does not pertain to his duties as presiding officer; or
- (c) preside over more than twenty-five candidates.

36.—(1) At the expiration of the time allotted for an examination, the presiding officer shall

- (a) direct the candidates to stop writing;
- (b) have the candidates
 - (i) place their answer papers in the answer envelopes in accordance with regulation 60, and
 - (ii) hand in their answer envelopes immediately; and
- (c) as each answer envelope is handed in
 - (i) carefully note the superscription on the answer envelope, and

- (ii) check the superscription on the answer envelope by entering the figure "1" on the tally list opposite the name of the candidate and under the name of the subject.
 - (2) The presiding officer shall not allow an answer envelope to be opened after it has been handed in.
- 37.** While receiving and checking answer envelopes at the close of the examination, the presiding officer shall take every reasonable precaution to prevent collusion between candidates.
- 38.** At the close of the examination in each subject the presiding officer shall inspect the desks in order to satisfy himself that no candidate has omitted to hand in all his answer books.
- 39.—(1)** Where, through illness, a candidate withdraws from the examination room without handing in an answer book, the presiding officer shall note it on the tally list.
- (2) The presiding officer shall make a note on the tally list in the case of a candidate who refuses to hand in an answer book.

SAFE-KEEPING OF ANSWER PAPERS

- 40.—(1)** The presiding officer shall
- (a) place the answer papers in the bag in which the question papers were received; and
 - (b) keep the bag locked in a safe or a room.
- (2) The windows of a room in which the bag is locked shall be kept securely fastened and the doors shall be locked by cylinder locks.
- (3) The presiding officer shall keep in his possession the keys to a room in which the bag is locked.

SUPPLIES

- 41.** The board or the authorities of the private school, as the case may be, shall supply for the grade 13 examinations
- (a) examination books, pens, blotting paper, blue or black ink of a uniform colour, and squared paper with a gummed margin at the top of the reverse side of the sheet;
 - (b) five-figure logarithmic and interest tables;
 - (c) music manuscript-paper; and

- (d) a $33\frac{1}{3}$ revolutions per minute record-player for each room in which the French authors examination is to be written, unless the school's public-address system is to be used for the test in dictation.

42.—(1) At the beginning of an examination, the presiding officer shall give each candidate one examination book and one answer envelope.

(2) The presiding officer shall give a candidate additional examination books as required during the examination.

43. A candidate shall not bring into the examination room anything which might assist him in the examination he is writing.

44.—(1) The presiding officer shall

- (a) see that the board or the authorities of the private school, as the case may be, provides a sufficient supply of
- (i) squared paper for the trigonometry and statics, algebra, geometry, and physics examinations, and
 - (ii) music manuscript-paper for the music examination;
- (b) give each candidate one sheet of squared paper or of music manuscript-paper with a question paper requiring its use;
- (c) require a candidate to attach each sheet of squared paper to the top of one of the ruled pages of his examination book by means of the gummed margin on the reverse side of the sheet;
- (d) require a candidate to insert each sheet of music manuscript-paper in his examination book before he hands it in;
- (e) account for all sheets of squared paper or of music manuscript-paper;
- (f) see that each candidate for the trigonometry and statics examination, the algebra examination and the geometry examination is provided with five-figure logarithmic and interest tables; and
- (g) see that each candidate for the mathematics of investment examination is provided with the seven-figure logarithmic and interest tables issued by the Minister.

(2) The presiding officer may give a candidate additional sheets of squared paper or of music manuscript-paper, one at a time.

REPORTS TO THE REGISTRAR

45.—(1) At the close of each grade 13 examination the presiding officer shall complete Form 4.

NOTE: Form 4 refers to the Declaration and Diagrams form provided by the Department. (Examination Form 21.)

(2) The chief presiding officer shall, in the "Remarks" column, set out

- (a) any particulars in which these regulations have not been observed; and
- (b) any facts regarding the examination that he deems necessary to bring to the attention of the Registrar.

(3) Subject to subregulation 2, the chief presiding officers shall sign a declaration that these regulations have been observed.

(4) The presiding officer shall, on the diagram supplied by the Minister, show the position of the presiding officer and the seating arrangement of the candidates during the examination.

FEES AND STATEMENTS OF LATE CANDIDATES

46. On the last day of the grade 13 examinations, the chief presiding officer shall forward to the Registrar

- (a) by cheque or money order in favour of the Treasurer of Ontario, the fees received from late candidates; and
- (b) statements submitted by late candidates.

RETURN OF ANSWER ENVELOPES AND TALLY LISTS

47.—(1) The chief presiding officer shall

- (a) except where the Registrar directs otherwise, arrange the answer envelopes so that
 - (i) all the answer papers of a candidate can be sent to the Registrar in the same shipment, and
 - (ii) the answer envelopes can be sent to the Registrar in the order in which the names of the candidates appear in the tally list.

(2) The Registrar shall supply one elastic band or string-tie for each candidate's set of answer envelopes.

(3) The chief presiding officer shall securely tie the answer envelopes and the tally lists in parcels; place them in a bag provided by the Minister, and return them promptly at the close of the examinations or as otherwise directed by the Registrar.

(4) The bag in which the answer envelopes are forwarded to the Registrar shall be tied so that the words "The property of the Department of Education" appear on the outside of the bag.

(5) A shipping-tag shall be securely attached to the strap of the bag.

(6) The express charges shall be prepaid and no commercial value shall be placed on the bag or its contents.

RETURN OF REPORTS

48. The chief presiding officer shall place the reports in Form 4 and any reports on the illness of candidates or other special cases in a special envelope and forward them to the Registrar by mail on the same day that the bag containing the answer envelopes is forwarded.

NOTE: Form 4 refers to the Declaration and Diagrams form provided by the Department. (Examination Form 21.)

SURPLUS QUESTION PAPERS

49.—(1) At the close of the grade 13 examinations, the chief presiding officer shall retain the surplus question papers in any subject for which candidates have appeared.

SURPLUS ANSWER ENVELOPES AND NAME SLIPS

50. The chief presiding officer shall return the surplus answer envelopes and name slips to the Registrar in one of the bags used for returning answer envelopes.

RETURN OF EMPTY QUESTION ENVELOPES

51. The packages of empty question envelopes and any unopened question envelopes shall be tied together in a parcel and returned to the Registrar in the bottom of one of the bags used for returning answer envelopes.

NOTE: Chief presiding officers are advised that "any unopened question envelopes" referred to in regulation 51 above are those in subjects for which no candidates appeared. Such envelopes must not be opened. On their return to the Department they are checked as part of the procedure followed in safeguarding the integrity of the examinations.

EXPENSES OF THE EXAMINATIONS

52. Upon the certificate of the principal, the board of a school or the authorities of a private school, as the case may be, in which grade 13 examinations are held shall pay the incidental expenses of the examinations including

- (a) the express charges for shipping the bags containing question papers and answer papers; and
- (b) the cost of examination supplies.

INSTRUCTIONS TO CANDIDATES AND PRESIDING OFFICERS

53. Before the commencement of the grade 13 examinations every principal shall

- (a) inform his candidates that they are expected to make themselves familiar with the instructions printed on the time-table; and
- (b) take such steps as he considers advisable to explain these regulations to the candidates.

54.—(1) Each candidate shall satisfy the presiding officer as to his personal identity.

(2) The chief presiding officer shall report to the Registrar any person attempting to impersonate a candidate.

55.—(1) Every candidate shall be in his appointed place before the time fixed for the commencement of an examination.

(2) Where a candidate does not present himself until after the time fixed for the commencement of an examination, he shall not be allowed any additional time to write that examination.

(3) No candidate shall enter the examination room more than an hour after an examination begins.

(4) The chief presiding officer may refuse to admit a candidate after the commencement, but before the end of the first hour of an examination, if he has reason to suspect collusion between the candidate and another candidate.

56.—(1) No candidate shall leave the examination room until at least one hour after the question papers are handed out, unless attended by a presiding officer.

(2) Where a candidate leaves the examination room unattended by a presiding officer after the expiration of one hour from the commencement of an examination, he shall not be permitted to return for the remainder of the examination.

57.—(1) No candidate shall

- (a) take into the examination room or have in or on his desk anything from which he may derive assistance; or
- (b) talk to another candidate during an examination; or
- (c) give or receive assistance during an examination; or
- (d) tamper with the question papers before an examination or with the answer papers after an examination.

(2) Where a candidate violates subregulation 1, his answer papers for the examinations for which he has made application shall be cancelled.

(3) Where the presiding officer obtains conclusive evidence of the violation of subregulation 1 at the time the violation occurs, he shall

- (a) require the candidate to leave the examination room immediately;
- (b) strike the candidate's name from the list of candidates; and
- (c) send to the Registrar the answer papers already written.

(4) Where the evidence against a candidate is not conclusive at the time the violation occurs or is not obtained until after the close of an examination, the presiding officer shall report the matter to the Registrar.

58. For the examinations in mathematics and physics a candidate shall provide himself with

- (a) a ruler showing millimetres and sixteenths of an inch;
- (b) a pair of compasses; and
- (c) a protractor.

59.—(1) A candidate shall not use any paper or book other than that provided by the presiding officer.

(2) A candidate shall print the name of the examination subject at the top of his examination book.

(3) No candidate shall

- (a) write his name or any distinguishing mark or symbol on his examination book; or
- (b) tear any paper from his examination book or insert therein any matter not pertinent to the examination.

(4) A candidate shall not be permitted to use a slide-rule on any grade 13 examination.

(5) A candidate shall not be permitted to use a stencil for the making of drawings or diagrams on any grade 13 examination.

59.—(1) The presiding officer shall not

- (a) make any explanation or other statement regarding the probable meaning of any question on an examination paper; or
- (b) give any advice as to what question should be answered or the manner in which a question should be answered.

(2) During an examination the presiding officer shall not comment on any error which appears to have been made in the question paper.

(3) At the expiration of an examination a candidate may bring to the attention of the presiding officer any error which appears to have been made in a question paper.

(4) At the close of the examinations the presiding officer shall report to the Registrar any error in a question paper which is brought to his attention by a candidate.

60. Every candidate shall

- (a) write his answers and his solutions on the ruled side of his examination book unless instructions to the contrary are given on the question paper;
- (b) where necessary, use the unruled side of his examination book for preparing answers in rough;
- (c) fold his examination book once across;
- (d) place his examination book in the envelope provided by the presiding officer;
- (e) seal the envelope;
- (f) write on the outside of the envelope only the subject of the examination unless instructions to the contrary are given on the question paper;
- (g) write his name in full, surname preceding, on the slip provided by the presiding officer;
- (h) securely fasten the slip to the envelope in accordance with the instructions of the presiding officer; and
- (i) hand in every answer book he has used.

61.—(1) Where the illness of a candidate affects his examination, he shall request the presiding officer to report full particulars to the Registrar.

(2) Within two days after the close of the examinations the presiding officer shall report to the Registrar full particulars on the illness of the candidate.

(3) The report of the presiding officer shall be accompanied by

(a) a medical certificate stating the nature of the illness and its time and duration; and

(b) details of any other occurrence which interfered with the candidate's examination.

VALUATION OF ANSWER PAPERS

62.—(1) The answer papers of candidates shall be marked by boards of associate examiners selected by the Minister.

(2) The Minister may select not more than 15 per cent of the associate examiners from the staffs of private schools and universities in Ontario.

(3) Every associate examiner from the secondary schools shall

(a) hold

(i) a Permanent High School Assistant's Certificate or a High School Specialist's Certificate, granted before the 15th day of January in the year of his appointment, or

(ii) a Permanent First Class Certificate where the Interim certificate was granted before the 1st day of September, 1936, and the Permanent certificate was granted before the 15th day of January in the year of his appointment;

(b) have had at least two years of teaching experience in a secondary school in Ontario; and

(c) (i) be engaged in teaching one or more grade 13 subjects in the day classes of a secondary school for the school year during which he is appointed, or

(ii) be the head of a department, or

- (iii) have taught one or more grade 13 subjects in the day classes of a secondary school in the first or second school year next previous to the school year during which he is appointed, or
- (iv) be engaged in teaching one or more grade 13 subjects in the night classes of a secondary school.

(4) Every associate examiner from a private school shall

- (a) have had at least two years of teaching experience in Ontario in a secondary school, a university, or a private school; and
- (b) be recommended by his principal.

(5) Every associate examiner from a university shall

- (a) have had at least two years of teaching experience in Ontario as an instructor in a university or as a teacher in a secondary school or a private school; and

(b) be recommended by his principal or dean.

(6) The answer papers shall be valued at The Department of Education under the direction of the Minister.

64.—(1) The maximum value of each grade 13 examination paper shall be 100 marks.

(2) All the answer papers in a subject shall be valued according to a uniform scale of marks decided upon by the examiner-in-chief in consultation with the committee of associate examiners in charge, and subject to review by The Supervising Board.

65. One mark shall be deducted for each error in spelling on an answer paper in English composition or English literature but not more than five marks shall be deducted for spelling errors on any one paper.

66.—(1) Before the results of the grade 13 examinations are made up, the answer paper of a candidate who obtains 43 to 49 marks, inclusive, shall be re-read by an associate examiner.

(2) Where the paper is re-read and at least 50 marks are obtained thereon, the candidate shall be granted credit standing for that paper.

GRADE 13 AUGUST EXAMINATIONS

NOTE: Regulations 67, 68 and 69 will be revoked as of September 1, 1961.

67.—(1) The Minister may direct that grade 13 examinations be held in August.

(2) A candidate for the August examinations shall

(a) hold

(i) a teaching certificate or a Letter of Standing valid in the elementary or secondary schools of Ontario, or

(ii) a teaching certificate valid in the schools of any other part of the Commonwealth of Nations; or

(b) be a member of a religious organization which is engaged in teaching in Ontario; or

(c) have completed successfully

(i) the requirements for admission to the Completing Year of the In-service Course at a Teachers' College other than the University of Ottawa Teachers' College, or

(ii) the requirements for admission to the five-week Summer Session, Third Year, of the In-service Course at the University of Ottawa Teachers' College, or

(iii) the first year of the Two-year Course at a Teachers' College other than the University of Ottawa Teachers' College; or

(d) have taught for at least five months in the elementary schools of Ontario during the preceding school year under a letter of permission issued by the Minister to a school board on his behalf; or

(e) require standing in one or more grade 13 papers in order to obtain admission to the One-year Course at an Ontario Teachers' College or to a one-year course at the University of Ottawa Teachers' College to which he has made application for admission the September next following; or

(f) submit evidence that he holds an honourable discharge from active service in Her Majesty's forces, and that he has attended an Ontario university for at least one year but requires standing in one or more grade 13 papers to complete the admission requirements for his university course.

(3) A candidate for the August examinations shall complete Form 5 and file it with the Registrar.

NOTE: Form 5 refers to the application form for the August Departmental Grade 13 examinations. (Examination Form 126.)

(4) Where a candidate who was admitted to the August examinations under clause *e* of subregulation 2 does not attend

- (i) the One-year Course at a Teachers' College, or
- (ii) the Elementary-School Teacher's Certificate Course or the Deferred Elementary-School Teacher's Certificate Course at the University of Ottawa Teachers' College,

during the full school year immediately following the examination, the Minister shall cancel his statement of grade 13 standing, under clause *e* of subsection 1 of section 11 of the Act.

68. The Minister shall

- (a) appoint the presiding officers for the August examinations; and
- (b) pay the expenses of the August examinations.

69.—(1) The fee payable by a candidate at the grade 13 August examinations shall be \$1 a paper but not exceeding a total of \$15.

(2) There shall be no late-fee for the August examinations.

(3) No fee shall be payable by a candidate who has been honourably discharged from active service in Her Majesty's forces.

REFUNDS

70. Where a candidate does not present himself at an examination for which he has paid, the Deputy Minister of Education upon application shall return the fee.

APPEALS

71.—(1) Where a candidate fails to obtain at least 50 marks on any grade 13 examination written in June, he may have the paper re-read

- (a) by lodging an appeal in writing with the Minister before the 15th day of September in the year in which the examination was written; and
- (b) by paying a fee of \$2.

(2) The appeal fee shall be refunded to a candidate whose appeal is successful.

(3) There shall be no appeal for a candidate who has made application for a university scholarship under regulation 8, but where a candidate under this regulation fails to obtain at least 50 marks on any examination his answer paper shall be re-read forthwith by the examiner-in-chief.

NOTE: Subregulation (3) was revoked by O. Reg. 35/61.

(4) There shall be no appeal with respect to the results of an August examination.

STATEMENTS OF STANDING

72.—(1) The Minister shall issue a statement in Form 6 to a candidate setting out the marks obtained on each paper of the grade 13 examinations with the exception of problems.

(2) From 75 to 100 marks, inclusive, shall be first-grade proficiency standing.

(3) From 66 to 74 marks, inclusive, shall be second-grade proficiency standing.

(4) From 60 to 65 marks, inclusive, shall be third-grade proficiency standing.

(5) From 50 to 59 marks, inclusive, shall be credit standing.

(6) Below 50 marks shall be a failure.

NOTE: If the statement of standing shows that the candidate has obtained 40% or more of the marks assigned to a paper in algebra, geometry, physics, chemistry, or music, the candidate has Grade 12 standing in the paper concerned. If the statement of standing shows that the candidate has obtained 40% or more on each of the two papers in English or in a language, the candidate has Grade 12 standing in the subject concerned. Such standing may be applied towards eligibility for the Secondary School Graduation Diploma and will be accepted by principals for this purpose. Please note that standing in Grade 13 history or geography does not cover Grade 12 standing in these subjects.

73.—(1) The fee for a duplicate statement of standing shall be \$2 but not exceeding \$6 for any number of statements required by a person at any one time.

(2) No fee shall be payable by a person who requires a duplicate statement for rehabilitation purposes or enlistment in Her Majesty's forces.

THE SPECIAL REVISING BOARD

74.—(1) A supervising examination board to be known as "The Special Revising Board" is established for the purpose of reviewing the marks of each candidate before the statement in Form 6 is issued.

(2) The Special Revising Board shall consist of fourteen members of whom seven shall be members of the staffs of the universities of Ontario and seven shall be representatives of the Minister.

(3) The Minister shall appoint the members of The Special Revising Board.

ALLOWANCES

75.—(1) An examiner-in-chief shall be paid

(a) \$125 for setting a question paper assigned to him by the Minister;

(b) \$28 for a six-hour day for attendance at board and committee meetings which the Minister requires him to attend; and

(c) \$28 for a six-hour day and for at least three and one-half hours on Saturday for

(i) reading answer papers,

(ii) attendance at meetings with associate examiners, or

(iii) special duties assigned by the Minister.

(2) An examiner-in-chief or an examiner-in-chief designate whose place of residence is not in The Municipality of Metropolitan Toronto shall be allowed travelling and living expenses while engaged in his duties.

76.—(1) An associate examiner or other examiner appointed by the Minister shall be paid \$24 for a six-hour day and for at least three and one-half hours on Saturday for reading answer papers or assisting in the examination of candidates.

(2) An associate examiner or other examiner appointed by the Minister to act as chairman of a marking section shall be paid \$26 for a six-hour day and for at least three and one-half hours on Saturday.

(3) An associate examiner or other examiner appointed by the Minister whose place of residence is not in The Municipality of Metropolitan Toronto shall, while engaged in his duties, be allowed travelling expenses to and from his place of residence.

77. A member of The Supervising Board who is not

(a) a civil servant within the meaning of *The Public Service Act*; or

(b) a member of the staff of the Ontario College of Education,

shall be paid \$600 for his work including attendance at board and committee meetings which the Minister requires him to attend.

78. A member of The Special Revising Board who is not

- (a) a civil servant within the meaning of *The Public Service Act*; or
- (b) a member of the staff of the Ontario College of Education,

shall be paid \$28 for a six-hour day and for at least three and one-half hours on Saturday for attendance at board and committee meetings which the Minister requires him to attend.

79. A member of The Supervising Board or The Special Revising Board whose place of residence is not in The Municipality of Metropolitan Toronto shall be allowed travelling and living expenses while engaged in his duties.

NOTE: An Examiner travelling other than by railway will be allowed the equivalent of the return railway fare and vouchers must be submitted for meals and sleeping accommodation.

REVOCATION

80. Ontario Regulations 26/55, 3/56, 82/57, and 187/58 are revoked.

